



## **ABSTRACT**

Animal Husbandry, Dairy Development and Fisheries Department - Conduct of 19<sup>th</sup> Livestock Census 2012 – Allotment of responsibilities on different Officers and staff engaged in the Census work – Orders – Issued.

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### **ANIMAL HUSBANDRY, DAIRY DEVELOPMENT & FISHERIES (AH-II) DEPARTMENT**

**G.O.Rt. No. 336**

**Dated: 02/08/2012.**

**Read the following:-**

1. From the Director (AHS), Govt. of India, Ministry of Agriculture, Deptt; of AH,D &F, New Delhi, File No.26/125-corres LC (19) 2012– AHS, dated 14/6/2012.
2. Sri.A.K.Mathur Advisor, Govt. of India, Ministry of Agriculture, Deptt; of AH,D &F, New Delhi, D.o.No.26-125-corres LC (19) 2012-AHS, dated 21/6/2012.
3. From the Director, Animal Husbandry Department, Hyderabad Lr.Roc.No.4500/LCC/2012, dated 28/6/2012.

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### **ORDER:**

The 19<sup>th</sup> Quinquennial Livestock Census 2012 is proposed to be conducted in the State as part of All India programme by the Animal Husbandry Department as per the instructions of Government of India. The census will provide the latest data on Livestock, Poultry, Livestock Implements and also on certain relevant particulars on availability of Veterinary Services and infrastructural services in the villages of Andhra Pradesh.

2. The Director of Animal Husbandry, Andhra Pradesh has informed in his letter 3<sup>rd</sup> read above, that the Government of India have communicated the time schedule for the conduct of the 19<sup>th</sup> Quinquennial Livestock Census 2012 during the enumeration period from 15.09.2012 to 14.10.2012 with 15<sup>th</sup> October' 2012 as reference date. Accordingly, the Director of Animal Husbandry has submitted detailed proposals for issue of orders authorizing the concerned Officers at various levels as Livestock Census Officers in the State.

3. Government after careful consideration, accept the proposals of the Director of Animal Husbandry and issue the following orders:-

- a. The Director of Animal Husbandry is designated as the State Livestock Census Officer for conduct of 19<sup>th</sup> Quinquennial Livestock Census 2012. He shall supervise all arrangements and ensure that all the preparatory actions are completed at the earliest to enable successful timely completion of enumeration work. He shall take all the steps required for completion of the census within the time frame. He shall regularly inform the progress of the enumeration work to Government of A.P and Government of India, New Delhi.
- b. The District Collectors are designated as District Livestock Census Officers for conduct of the above census and shall ensure completion of the work as per the guidelines within the time frame.
- c. The Divisional Assistant Directors (AH) are designated as the Divisional Livestock Census Officer for conduct of the above census.
- d. The Mandal Animal Husbandry Officers (AH) are designated as Mandal Livestock Census Officer for conduct of the above census.

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- e. In case of Municipalities, Municipal Corporations, the Assistant Director (AH) in-charge Veterinary Hospital functioning in that area (except Hyderabad) are designated as Livestock Census Officers for their respective jurisdictions.
  - f. For Greater Hyderabad Municipal Corporation the Commissioner, GHMC, Hyderabad is designated as the Livestock Census Officer.
4. All the Heads of the Departments and Officers mentioned in the address entry are requested to extend their fullest cooperation to the Livestock Census Officers of all levels for the successful conduct of the 19<sup>th</sup> Quinquennial Livestock Census 2012.
5. The calendar of operation at the District and lower Levels are indicated in (Annexure – I) and the duties and responsibilities of the several agencies involved in conducting the 19<sup>th</sup> Quinquennial Livestock Census 2012 in Andhra Pradesh are indicated in (Annexure-II) to this order.
6. The District Collectors shall ensure that training classes are conducted at all levels in time and the entire process of Livestock Census is taken up as per schedules.
7. The Director of Animal Husbandry, Andhra Pradesh, Hyderabad shall issue necessary instructions to all the Officers concerned with the census work and ensure that the above census work is carried out as per the stage wise time schedule fixed.
8. The Secretariat Departments of Revenue, Panchayat Raj, Municipal Administration & Urban Development, Environment Forest Sciences & Technology Departments, Agriculture & Cooperation, and Animal Husbandry, Dairy Development & Fisheries are requested to issue suitable instructions to their Heads of Departments to share the responsibility and participate in the successful conduct of 19<sup>th</sup> Quinquennial Livestock Census 2012 in Andhra Pradesh.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**MINNIE MATHEW  
CHIEF SECRETARY TO GOVERNMENT**

To:

The Director of Animal Husbandry, Hyderabad.

All the Departments of Secretariat.

All the Collectors & District Magistrates in the State, (through the Director of Animal Husbandry, A.P., Hyderabad).

All the Heads of Departments(through the Director of Animal Husbandry, A.P. HYD)

All Municipalities, Municipal Corporations, GHMC, Hyderabad. (through the Director of Animal Husbandry, A.P., Hyderabad)

Copy to:

1. The Secretary to Govt. of India, Deptt; of AH,D &F, Ministry of Agriculture, Govt. of India, New Delhi.
2. The Accountant General, A.P, Hyderabad.
3. The Director of Treasuries & Accounts, A.P, Hyderabad.
4. P.S to the Special Chief Secretary (FAC), AHDD&F Deptt
5. P.S to the Chief Secretary to Government.
6. P.S to the Minister (AHDD&F)
7. SF/SCs.

**// FORWARDED: BY ORDER //**

**SECTION OFFICER**

## **ANNEXURE –I**

### **Census Calendar for completion of various activities of 19th Livestock Census, 2012**

<b>SI No</b>	<b>Description of the Activity</b>	<b>Time Frame</b>
1	Formation of Livestock Census Cell at State, District and Divisional Level	20 <sup>th</sup> June to 30 <sup>th</sup> June, 2012
2	Translation & printing of Instruction Manual	20 <sup>th</sup> June to 15 <sup>th</sup> July, 2012
3	Translation and printing of Inquiry schedules	20 <sup>th</sup> June to 31 <sup>st</sup> July, 2012
4	Identification and Appointment of enumerators and supervisors	1 <sup>st</sup> July to 31 <sup>st</sup> July,2012
5	Distribution of Inquiry Schedules to District, Divisional and Mandal level	1 <sup>st</sup> August to 15 <sup>th</sup> August, 2012
6	Training at State level for Master trainers	1 <sup>st</sup> July to 15 <sup>th</sup> July, 2012
7	Training at district level for supervisors and enumerators	16 <sup>th</sup> July to 15 <sup>th</sup> August, 2012
8	Wide publicity on Livestock Census	15 <sup>th</sup> August to 15 <sup>th</sup> October, 2012
9	Actual enumeration of households along with House listing operation	15 <sup>th</sup> September to 14 <sup>th</sup> October, 2012
10	Verification of the data collected and recording the changes, if any (REFERENCE DATE)	15 <sup>th</sup> October, 2012
11	Post Enumeration checks	16 <sup>th</sup> October to 31 <sup>st</sup> October, 2012
12	Scrutiny of data	1 <sup>st</sup> November 2012 to 15 <sup>th</sup> December, 2012
13	Setting up of data entries Centre at State Headquarters	1 <sup>st</sup> December to 15 <sup>th</sup> December, 2012
14	Transferring schedules to data entry agency	1 <sup>st</sup> December to 31 <sup>st</sup> December, 2012
15	Data entry, Validation of data & checking for missing schedules	1 <sup>st</sup> January to 30 <sup>th</sup> April, 2013
16	Data processing & Report generation by data processing agency as per tabulation plan	1 <sup>st</sup> May to 31 <sup>st</sup> May, 2013
17	Consistency check by GOI	1 <sup>st</sup> June to 30 <sup>th</sup> June, 2013
18	Report writing & publishing	1 <sup>st</sup> July to 31 <sup>st</sup> August, 2013

**MINNIE MATHEW  
CHIEF SECRETARY TO GOVERNMENT**

## **ANNEXURE – II**

### **MACHINERY FOR CONDUCTING THE 19<sup>th</sup> QUINQUENNIAL LIVESTOCK CENSUS, 2012**

#### **1. STATE LEVEL:-**

The Director of Animal Husbandry, Andhra Pradesh is the State Livestock Census Officer and he will be in over all charge for the census of livestock, 2012. He shall guide, supervise and coordinate the census operations in the State through the District Collectors, Joint Directors (AH) in the Districts and other staff of the Directorate of Animal Husbandry, Hyderabad. He is responsible for the successful conduct of the census in the State, transmission of consolidated figures to the Government of India and also for the preparation and release of the State Livestock Census reports, 2012.

#### **2. DISTRICT LEVEL:-**

For the purpose of conducting the census of Livestock, 2012 the District Collector shall be the District Livestock Census Officer for his District and will be responsible for the proper conduct of the census in his District as per the calendar of operations indicated in Annexure – I. He will be assisted by the Joint Director (AH) for the successful conduct of the Livestock census operations in his District. The District Collector may draft the services of personnel (working/retired) of Animal Husbandry Department in the District both for Enumeration and Supervision. If they are inadequate in number, he may draft the services of personnel of other department in the District both for enumeration and supervision. He has to arrange for the collection and compilation of the figures at District level with Mandal wise, Village wise breakup for both rural and urban areas and send the consolidated figures to the Director of Animal Husbandry, Andhra Pradesh, as per the time schedule fixed for the purpose.

#### **3. DIVISIONAL LEVEL:-**

The Divisional Assistant Director (AH) shall be the Divisional Livestock Census Officer. The Divisional Assistant Director should plan, monitor and coordinate with the Officials of Line Departments at Divisional Level and Joint Director of Animal Husbandry Department at District level for successful conduct of 19<sup>th</sup> Livestock Census, 2012. The Divisional Assistant Directors should consolidate Mandal / Town wise reports for onward submission to District authorities. They should also monitor the Tabulation work for analyzing the data for various para meters.

#### **4. MANDAL LEVEL:-**

The Mandal Animal Husbandry Officer is responsible for the successful conduct of the Livestock census in his Mandal. The Mandal Animal Husbandry Officer shall be the Mandal Livestock Census Officer for his Mandal and will be responsible for imparting training to enumerators and supervisors. The Mandal Animal Husbandry Officer shall plan, monitor and coordinate with the officials of Line Departments at Mandal level and Divisional Assistant Director (AH) at Divisional level for successful conduct of the 19<sup>th</sup> Livestock Census, 2012 at the Mandal level.

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**5. MUNICIPAL AREAS:-**

The Assistant Director (AH) I/c Veterinary Hospital functioning in that area is responsible for conducting the Livestock Census work in Municipal Areas by utilizing Animal Husbandry Departmental staff and by drawing staff from Line departments in consultation with the Municipal Commissioners concerned. In the case of Greater Hyderabad Municipal Corporation, the Commissioner, GHMC, Hyderabad will be responsible for conducting Livestock Census with the assistance of the Regional Joint Director (AH), Hyderabad. The Commissioner will arrange to draw suitable staff for Census Operations, with the assistance of Regional Joint Director (AH), Hyderabad.

**6. CANTONMENT AREAS:-**

In the cantonment area the cantonment board shall be responsible for organizing the census work. This may be done with the co-ordination of Animal Husbandry Department.

**7. ENUMERATORS:-**

The Enumerators have to perform the enumeration work under overall supervision and guidance of their Supervisor. They should follow the instructions of enumeration as passed on by the supervisor/higher authorities written or otherwise. They should ensure availability of sufficient number of schedules and other related materials in their possession. They should also keep informed the concerned Supervisor about the progress of the work and also bring any problem faced to the knowledge of the Supervisor for their prompt solution. The Enumerators shall facilitate inspection from the Supervisor and the higher authorities where ever such officials visit their location. They should finally hand over the filled in schedules and other related materials to the Supervisor in the manner asked for.

**Rural Areas :**

The Enumerators will be appointed by Mandal Animal Husbandry Officer (Mandal Livestock Census Officer) in consultation with the local Veterinary Assistant Surgeon. The appointment of enumerators shall be confined to Animal Husbandry Departmental Staff such as Veterinary Assistant / Livestock Assistant / Junior Veterinary Officer / Veterinary Livestock Officer / Retired Veterinarians / Paraveterinarians. If they are inadequate the services of para professionals such as youth trained in Animal Husbandry related activities (Gopalamitras, Jeevamitras, Community Managed Livestock Extension Workers (CLEWs), Adarsha Rythus, unemployed youth who are well versed with Livestock, educated Self Help Group women etc., shall be utilized. The Enumerator shall handover the filled up forms (Schedule 1 to 3) to concerned Supervisors as per the time schedule. The Divisional Assistant Director (Divisional Livestock Census Officer) shall keep few number of Enumerators and Supervisors as Reserve for utilizing their services as and when necessary during Enumeration period.

**Urban Areas :**

In urban areas, wards will be delimited into blocks or groups of blocks, which can be conveniently visited for enumeration purpose by the enumerators. For each of such units, one enumerator will be appointed by the Assistant Director (AH) I/c Veterinary Hospital from Animal Husbandry Departmental Staff such as Veterinary Assistant / Livestock Assistant / Junior Veterinary Officer (working / retired) and if they are inadequate, the services of different personnel as mentioned above may be utilized.

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**8. SUPERVISORS:-**

The Supervisor shall ensure that all enumerators appointed under him/her report to their duties under the census work. The Supervisor shall appoint on an average, one Enumerator for every 1500 households in plain area / for every 1000 households in difficult and hilly areas. Notwithstanding the criteria of 1500 households, efforts are to be made, as far as possible, to appoint one enumerator for one village/hamlet/ward of city/town. In large villages/hamlet where number of households is too large to be managed by one enumerator, more than one enumerator could be appointed with well demarcated boundary of their areas. Absenteeism in unavoidable circumstances should promptly be brought to the notice of the Mandal Animal Husbandry Officer / Divisional Assistant Director (AH) and suitable arrangement may be made after consultation. They should solve the problems, if any, faced by the enumerators in their work of enumeration. They should ensure availability of sufficient number of schedules and other related materials to the concerned Enumerators. They should organize, supervise and monitor the enumeration work of the Enumerators under them. They should randomly check some (at least 10% work of every enumerator) of the filled in schedules. Also facilitate inspection from the higher authorities whenever such officials visit their location. They should finally collect the filled in schedules in a manner asked for and deposit the same to the Mandal Animal Husbandry Officer / Divisional Assistant Director (AH) for further necessary action.

**Rural Areas :**

The Veterinary Assistant Surgeons working in the respective Mandal shall be appointed as Supervisors by the concerned Divisional Assistant Director (AH) (Divisional Livestock Census Officer). In case of shortage of staff due to vacancies, the services of neighbouring Veterinary Assistant Surgeons (excess in other Mandals) shall be utilized. Each Supervisor will be assigned a group of reasonable number of Enumerators at least 6 per one supervisor so that they can effectively supervise their work. Each Supervisor should randomly check at least 10% of households under his jurisdiction.

**Urban Areas :**

In the urban areas, Assistant Director (AH), I/c Veterinary Hospital shall be appointed as Supervisor by the District Livestock Census Officer. He shall supervise the census work of all the Enumerators in the concerned Town / Municipality / Municipal Corporation. The Supervisor shall randomly check at least 10% of households under his jurisdiction.

In case of Reserved forest areas, nearby Veterinary Assistant Surgeon / Mandal Animal Husbandry Officer shall be appointed as supervisors. They should work in co-ordination with the Forest Range Officers and the Foresters.

The Supervisors will collect the Schedules 1 to 3 along with the abstracts in the prescribed form from the concerned enumerators in their jurisdiction. The Supervisors after ensuring that all the Villages / Wards in their respective jurisdictions are covered, will consolidate the census data for their respective areas and check the totals for the respective columns of the schedules. These abstracts have to be sent to the Mandal Animal Husbandry Officer who in turn, will prepare an abstract for his Mandal giving figures separately for urban and rural areas and furnish the same to the Divisional Assistant Director (AH) (Divisional

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Livestock Census Officer) in case of Rural Areas. In Urban Areas, the Assistant Director (AH) in-charge Veterinary Hospital appointed as Supervisor shall furnish the Ward wise totals of the Town / City to the concerned Divisional Assistant Director (AH) (Divisional Livestock Census Officer), who intturn will furnish the provisional and final figures for both rural and urban areas separately to the Joint Director (AH) of the District as per the dates prescribed.

**9. MONITORING:-**

In order to have Livestock Census data with high precision and accuracy, monitoring at different levels is envisaged. The Additional Directors (AH) working in the Directorate of Animal Husbandry should monitor the Livestock Census work by visiting the Districts / Field and checking at random the data collected. The Monitoring Officers shall guide the Field functionaries for getting Data with high precision and accuracy. At Field level, the Joint Director (AH) and the Divisional Assistant Directors (AH) should monitor the Census work of Enumeration and Supervision through periodic / surprise visits. The services of other Animal Husbandry Departmental Officers who are not appointed as Supervisors such as Deputy Directors (AH), Assistant Directors (AH) in-charge ADDLs / Frozen Semen Banks / Livestock Farms / Training Centres etc., shall also be utilized for effective monitoring.

**10. REPORTING:-**

Various functionaries engaged in the 19<sup>th</sup> Livestock Census for Enumeration, Supervision shall submit the reports in the prescribed forms within the scheduled time to the higher authorities. Livestock Census Cell shall be formed at District and Divisional Levels for effective conduct of Livestock Census.

**11. CUSTODIANS OF THE CENSUS SCHEDULES (for both Hard and Soft copies):-**

In Rural areas, the Mandal Animal Husbandry Officer (Mandal Livestock Census Officer) shall be kept as Custodian for the filled-in Census Schedules handed over by the Enumerators and Supervisors in that Mandal and in case of Towns / Municipalities / Municipal Corporations, the Divisional Assistant Director (Divisional Livestock Census Officer) shall be kept as the custodian. The District Joint Director (AH) shall be kept as the custodian for the consolidated Livestock Census Data reports of the District. Further, a copy of the abstract of the Livestock Census data in Schedule – 2 (Village/Ward Profile) covering all the villages / wards in a Mandal shall be available with the Mandal Animal Husbandry Officer (Mandal Livestock Census Officer) and similarly a copy of the schedule – 2 for all the jurisdiction villages / wards having Mandal / Town wise abstracts shall be maintained at Divisional and District level.

**12. EVALUATION :-**

In order to obtain quality data, it may be desirable that the provisional Livestock Census Data collected and reported in each District will be evaluated by the Joint Director (AH) of neighboring Districts.

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**13. ROLE OF LINE DEPARTMENTS :-**

Various Line Departments like Revenue, Panchayat Raj, Rural Development, Municipal Administration & Urban Development, Agriculture and Forest Departments at District level have to coordinate the conduct of the Livestock Census under the overall supervision of the District Collector (District Livestock Census Officer) from the training level to completion by issuing suitable instructions to the staff under their control, and also ensure that Livestock Census is conducted in a successful manner in their respective areas.

The instructions, guidelines issued by the Director of Animal Husbandry (State Livestock Census Officer) from time to time for effective conduct of 19<sup>th</sup> Quinquennial Livestock Census, 2012 Operations should be followed scrupulously without any deviation.

**MINNIE MATHEW  
CHIEF SECRETARY TO GOVERNMENT**